

## CIVIL RIGHTS PLAN OF OPERATIONS 2002

Updated 09/30/2002

	Time Frame	Responsibility	Status
<b>ACTIVITY ONE:</b>			
<b>Monitor NRCS TN Employment</b>			
Monitor status of TN employment diversity by analyzing workforce	10/01 - 9/02	Susan Hopkins	4 quarters reviewed
Update welcome letter to new employees	11/01 – 12/01	Chairman	Complete
Special Emphasis Program Managers assist in recruitment with HRO as appropriate.	10/01 – 09/02	SEPM's	D. Bell - Oct. L. Wood referred students w/disabiities
Implement and monitor Mentoring Program in Tennessee	10/01 – 09/02	Committee	Policy published 02/2002
Update list of Mentors on Civil Rights Web Page	01/02 – 08/02	Committee	17 Mentor volunteers. All new Career Interns were assigned Mentor
Assist Human Resources with student trainee recruitment sources/issues and provide input to improve retention rate of trainees	01/02 - 06/02	Committee/SEPMs	15 Students on board as of 06/2002
STAR Program – organize and publicize	11/01 – 06/02	Committee	31 Students signed up as STARs 2 Orientation Days held 04/2002 11 STARs employed 06/2002
<b>ACTIVITY TWO:</b>			
<b>Report on accountability and status of employee concerns and their affects on areas in Civil Rights.</b>			
Obtain input from employees at all levels regarding barriers or adverse impacts to groups and individuals.	10/01 - 09/02	Committee/Advisors	Comment Boxes at Dec. meetings Only 3 comments received

Maintain a tracking system which monitors concerns and recommendations made to the State Conservationist. Follow up on approved actions.	10/01 – 09/02	Chairman	Chairman's Corner notes to STC 11/01 , 02/02, 08/02
SEPM's make quarterly reports to STC on activities.	10/01 – 09/02	SEPM's	1 <sup>st</sup> Qtr – All 2 <sup>nd</sup> Qtr - All 3 <sup>rd</sup> Qtr - All

### **ACTIVITY THREE:**

#### **Enhance Visibility and Effectiveness of the State Civil Rights Committee.**

Distribute annual checklist of CR items to review in a statewide bulletin for all offices.	10/01 - 12/01	Susan Hopkins	Complete
Provide highlights of Committee Meetings in Current Developments. and/or CR Web Page	11/01 - 09/02	Hopkins/Committee	WebPage updated 08/02
Updated report on committee activities given at each	12/01 – 09/02	Committee	East TN 10/01 All Divisions 12/01
Division meeting by Committee Members.			
Issue a bulletin announcing names of State Civil Rights	11/01	James Ford	Complete 11/01
Committee Members and Advisors.		Susan Hopkins	
Update and issue new TN Civil Rights Poster.	12/01	Hopkins/PAS	Complete 11/20/01
Update / refresh CR Web Page monthly and notify employees with e-mail when updated	10/01 – 09/02	Hopkins/C. Luna	Updated 05/02

### **ACTIVITY FOUR:**

#### **Establish and promote a celebration of Diversity in the agency through Special Emphasis functions.**

Distribute selected brochures & publications concerning Civil Rights issues, celebrations, national events, etc. to all employees.	10/01 – 09/02	SEPMs	Oct - DEP, HEP, NAEP publicized Jan & Feb – BEPM publicized Mar, Apr, Aug – FWPM publicized
Make recommendations to STC on Diversity Day programs	11/01 – 09/02	Committee	Video in lieu of Diversity Days 50% done; complete by 12/02



**ACTIVITY FIVE:**

**Maintain representation and support for partnership events which enhance and promote healthy diverse relationships in agency operations and functions.**

Increase participation at professional societies and workshops involving Civil Rights issues and efforts (in accordance with attendance policies):

-Professional Ag Workers Conference	12/01		N/A
-APIONRCSE Meeting	07/02	P. McQuade	Attended Reno meeting of APIO
-MANNRS Conference	03/02	CR Liaisons	W. Nesby attended
-National Black Farmer's Conference	TBD		
-NOPHNRCSE Meeting	07/02	P. McQuade	One STAR student attended
-FEW / FWPM Conference	07/02	D. Brasfield	No conference this FY
-NOPBNRCSE Meeting / BEPM Training	11/01	D. Bell	Organization meeting BEPM trg cancelled
-Southeastern NOPBNRCSE Meeting	08/02	D. Bell T. Hillsman	
-Native Americans Conference / SE Regional Tribal Program Delivery Initiative Mtg.	05/02	P. McQuade T. Hillsman	Attended Cherokee, NC meeting
-DEPM Meeting/Persons with Disabilities Conference	12/01	L. Wood	L. Wood & L. Lee 12/01
-AgrAbility Workshop	06/02	L. Wood/T. Hillsman	T. Hillsman hosted NRCS booth
- SEPM National Training Conference (St. Louis)	08/02	D. Bell D. Brasfield	Complete 08/02
Support NRCS-TN Outreach Plan – Prepare list of sources for bilingual interpreters, handicapped accessibility for FO use	11/01 – 03/02	P. McQuade	Complete 11/01

**ACTIVITY SIX:****Maintain training initiatives and new membership orientation.**

New CR committee members to attend at least one CR Review.	11/01 – 09/02	B. Smiley L. Wood D. Brasfield M. Hart	Done  Done Done
Complete necessary paperwork for new Committee members	10/01	Hopkins	Complete 10/01
Committee Members to participate in the following training:			
1)Ensure new SEPM's attend their annual training conferences	10/01 – 09/02	D. Bell	Complete 08/02
		P. McQuade	Complete 07/02
		L. Wood	Complete 12/01
		D. Brasfield	Complete 08/02
2)CD-ROM "EO Complaint Process	10/01 – 01/02	Committee	Cancelled 12/01
3)EO/CR Correspondence Course	11/01 – 06/02	New Committee Members	
Select new members to serve for fiscal year 2003 according to current bylaws.	09/02	Committee/STC	Complete 09/2002